



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915
www.newportbeachca.gov | (949) 644-3200

REQUEST FOR REFUND

Send permit request to your building inspector and plan check requests to the Permit Center.
*(*Refunds can only be reimbursed to company or individual who made original payment.)*

Project Address:			Permit or Plan Check #:	
Type of Fee:	<input type="checkbox"/> Permit	<input type="checkbox"/> Plan Check	<input type="checkbox"/> Other _____	Amount Paid: \$ / /
PETITIONER INFORMATION				
Name (*Must be payor of fees):		Company Name:		
Street Address:		City:	State:	Zip Code:
Email:		Phone:		
* ATTACH PROOF OF PAYMENT TO THIS FORM (copy of check, credit card statement, or cash receipt)				
State Reason for Requesting a Refund:				
I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE.				
Petitioner's Signature:		Title:	Date: / /	
FOR STAFF USE ONLY				
Department Action:	<input type="checkbox"/> Approve Refund <input type="checkbox"/> Deny Refund			
Comments:				
Inspector Approval:	Name:	Signature:	Date: / /	
CBO Approval:	Name:	Signature:	Date: / /	

Note: Refunds are subject to a 20% administrative charge / issuance fees are not refundable.